



Delaware County Records Commission

Delaware County Records Commission Agenda October 25, 2023

- I. Call to Order
- II. Review and potential approval of the minutes from the April 12, 2023 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms (RC2):
 - County Auditor
 - County Engineer
- IV. Any other matters of concern for the Records Commission
- V. Next Meeting
 - Establish a date and time for the next meeting
- VI. Adjournment



Delaware County Records Commission

Delaware County Records Commission Regular Meeting of October 25, 2023

Call to Order

The regular meeting of the Delaware County Records Commission was called to order at 10:03 a.m.

Commission members present: Commissioner Jeff Benton, Clerk of Courts Natalie Fravel, Auditor George Kaitsa, Assistant Prosecuting Attorney Chris Betts for Prosecutor Melissa Schiffel and Teri Owens for Recorder Melissa Jordan

Staff Present: Chris Shaw (Records Coordinator, Records Center)

Approval of the minutes for the April 12, 2023 regular meeting

Motion: Mr. Betts moved to approve the April 12, 2023 meeting minutes as written. The motion was seconded by Clerk Fravel. All present were in favor by voice vote. Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. Auditor
2. Engineer

Motion: Clerk Fravel moved to approve the Records Retention and Disposition forms as submitted, seconded by Mr. Betts. All present were in favor by a voice vote. Motion carried.

Any other matters of concern for the Records Commission

Ms. Shaw provided updates on the following projects:

1. Family Search scanning project
2. Crown Lift purchase
3. Kofile Road Record project
4. Carly Swagler, with the Records Center has scanned over one million microfiche records into Onbase
5. Township records management assistance

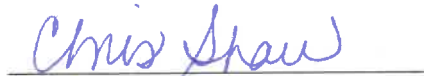
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Next meeting April 24, 2024
10:00 a.m.
Historic Courthouse, 2nd floor training room

Adjournment

Commissioner Benton adjourned the meeting at 10:20 a.m.

Respectfully Submitted



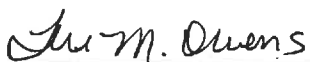
Chris Shaw
Records Commission Secretary



Jeff Benton, Chairman
Board of Commissioners

Absent

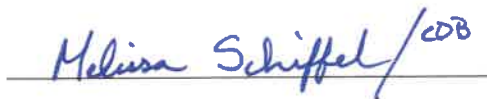
Natalie Fravel, Clerk
Court of Common Pleas



Melissa Jordan, Recorder
County Recorder's Office



George Kaitsa, Auditor
County Auditor's Office



Melissa Schiffel, Prosecuting Attorney
County Prosecutor's Office



Delaware County Records Commission

Delaware County Records Commission Regular Meeting of April 12, 2023

Call to Order

The regular meeting of the Delaware County Records Commission was called to order at 10:03 a.m.

Commission members present: Commissioner Jeff Benton, Chief Deputy Jennifer Tubaugh for Clerk of Courts Natalie Fravel, Auditor George Kaitsa, Assistant Prosecuting Attorney Chris Betts for Prosecutor Melissa Schiffel and Recorder Melissa Jordan

Staff Present: Chris Shaw (Records Coordinator, Records Center)

Approval of the minutes for the October 26, 2022 regular meeting

Motion: Auditor Kaitsa moved to approve the October 26, 2022 meeting minutes as written. The motion was seconded by Recorder Jordan. All present were in favor by voice vote. Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. Building Safety
2. Emergency Communications
3. Emergency Medical Services
4. General Schedule
5. Sheriff

Motion: Recorder Jordan moved to approve the Records Retention and Disposition forms as submitted, seconded by Auditor Kaitsa. All present were in favor by a voice vote. Motion carried.

Any other matters of concern for the Records Commission

Ms. Shaw provided an update regarding the records management assistance being provided to the departments and offices that will be moving to the Byxbe building.

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Next meeting October 25, 2023
10:00 a.m.
Historic Courthouse, 2nd floor conference room

Adjournment

Commissioner Benton adjourned the meeting at 10:17 a.m.

Respectfully Submitted

Chris Shaw
Records Commission Secretary

Jeff Benton, Chairman
Board of Commissioners

Natalie Fravel, Clerk
Court of Common Pleas

Melissa Jordan, Recorder
County Recorder's Office

George Kaitsa, Auditor
County Auditor's Office

Melissa Schiffel, Prosecuting Attorney
County Prosecutor's Office